

#### **Your Wedding Event Run Sheet**

(And how to use it)

The Run Sheet is a straight-forward document plan of your dream day. Everything that you have planned, including the details of each event, should be listed here.

The first section is for contact information for both the Bridal party and your suppliers. This is important to have so that everyone is contactable in case of emergency.

Next you can enter an overview of your timings such as:

15:00 – 16:30 – Wedding Breakfast is served

16:30 - 16:45 - Magic Show

16:45 - 17:00 - Speeches

Remember to add the number of guests and specify how many are children.

Below this is the running order for the day.

Here you can add all the finer details such as set up information, decoration requirements, and other specific instructions etc.

Just "N/A" any sections that are not relevant to you.

I have put a few prompters but don't be afraid to add as much detail as possible. It is better to have too much detail than not enough.

Hopefully that all makes sense but feel free to contact me if you have any problems or need any help and we can organise a zoom call to go through it.

Let me know if there is anything whatsoever that you need any help or advice on. I am here to help you make your day as Magical as possible, so there really is no such thing as a silly question!

Please get this back to me at least 3 weeks before your Wedding date, as we can then arrange a final Zoom chat to go through it and make sure that it's all clear and included.

Magically yours,

#### Liam Ball AIMC\*

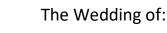








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The Wedding of:



# Wedding Event Run Sheet

## **The Main Players**

The Wedding Couple - Names	
Date of Wedding	
Wedding Ceremony Location	
Address	
Wedding Venue	
Address including postcode	

Daytime Reception Numbers		Evenir	ng Reception Numbers
Adults		Adults	
Children		Children	

### **The Bridal Party**

Title	Name (Including Pronouns)	<b>Mobile Number</b>
Best Man		
Maid of Honour		
Father of the Bride		
Mother of the Bride		
Father of the Groom		
Mother of the Groom		
Bridesmaid		
Groomsmen\Usher		
_		











## **Suppliers Details**

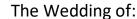
Supplier Type	Company	Contact Person	Contact Number	Email address
Venue				
Photographer				
Videographer				
Flowers				
Cater				
Car				
Car				
DJ				
Host/Magician	The Wedding Magician	Liam	07949 274378	weddings@liamballweddingm agician.com













## **One Sheet Timing Overview**

Time	<b>Event</b> i.e. (ceremony, reception drinks, wedding breakfast, speeches, etc)









The Wedding of:

## **Running Order**

Set Up – Ceremony

Time (from)		Time (to)		Room/Area		
Room set up	Number of chairs: Number of rows: Decorations:					
Decorations						
Who's responsible parts of the set up	for which					
Notes						

Set Up – Drinks Reception

Time (from)		Time (to)		Room/Area		
Room set up	Tables and seating layout: Table plan display and location:					
Decorations						
Who's responsible parts of the set up	for which					
Notes						

**Set Up – Wedding Breakfast** 

Time (from)		Time (to)		Room/Area	
Room set up	Number of tables: Shape of tables: Number of people per table: Cake table location: Present table location: Table plan display and location: Cake Table Location: Cake stands and knife supplied by: Thankyou gifts (put out on seats or stored ready for speeches):				
Decoration					
Who's responsible parts of the set up	for which				
Notes					











#### **Getting Ready - Bride**

Time (from)	Time (to)	Location	
Equipment for hair	dressers/make-up artists		
(i.e., chairs, table, e	extension lead for power)		
Food & drink for ev	eryone whilst getting		
ready (i.e., breakfa	st, snacks, bubbles etc)		
How and when the	bouquets will arrive		
(Along with any but	ttonholes for the Bride's		
side of the family)			
Notes			

### **Get Ready Photos- Bride**

Time (from)	Time (to)	Location	
Photos to be taken			

#### **Get Ready Photos- Groom**

Time (from)	Time (to)	Location	
Photos to be taken			

#### **Arrival - Bride**

Time (from)	Time (to)	Journey time	
Travelling from		How (i.e., car)	
Who travelling			

#### **Arrival - Groom**

Time (from)	Time (to)	Journey ti	me
Travelling from		How (i.e., car)	
Who travelling			

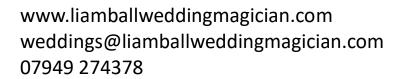










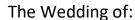














#### Registrars speak to the Groom

Time (from)	Time (to)	Location	

#### Registrars to speak to the Bride

Time (from)	Time (to)		
		7 7	

#### **The Wedding Ceremony**

Time (from)		Time (to)	me (to)				
Seating to be reserved							
Any items to be har	nded out						
(i.e., confetti, order	of						
services)							
	How is th	is being played:					
	Who is p	laying the music	:				
Music	Song for	walking down th	lking down the aisle:				
	Song(s) f	or signing the re	signing the register:				
	Song for	walking back do	wn the aisle:				
Readings							
(And by whom)							
Witnesses							
Dhotos to bo	Before:						
Photos to be taken	During:						
After:							
Notes			-	_			

## **Travel to the Venue from the Ceremony**

Time (from)	Time (to)	Journey time	
How (i.e. car)		Drinks for the journey	
Notes			













## **Drinks Reception**

	Time (to)		Location			
n-						
d how						
ay						
on)						
n if people	want alternativ	e drinks?				
	How is this bein	ng played:				
	Who is responsible for putting the music on:					
		Playlist/CD:				
Photos to be taken						
Person to assist the photographer in rounding people up for						
	d how ay on) n if people	n- d how ay on) n if people want alternativ  How is this bein Who is response Playlist/CD:	n- d how ay on) n if people want alternative drinks?  How is this being played: Who is responsible for putti Playlist/CD:	h- d how ay on) n if people want alternative drinks?  How is this being played: Who is responsible for putting the music Playlist/CD:		

#### **Sit Down**

Time (from)	Time (to)		Location	
Liam to arrange par	ticipants in the receiving I			
Liam to announce g	uests to go through to tak			
seats				
Liam to announce t	he Wedding Party into the	e Room		
Liam to announce t	he Wedding Couple into t			
Notes				









The Wedding of:



# Wedding Event Run Sheet

## **Wedding Breakfast**

Time (from)		Tin	ne (to)	Location	
Menu: Starter					
Menu: Main Course	9				
Menu: Dessert					
Tea and Coffee					
Dietary Requiremen	nts				
Alternative Menu b	eing serve	d			
for Dietary Require	ments				
Drinks with the mea	al				
(Including water: bo	ottled or ta	p)			
Will the bar be open?					
Music How is this be		eing played:			
iviusic	Who is pl	ayin	g the music:		
Notes:					

### **Speeches**

Time (from)		Time (to) Location					
Toasting Drink							
		Father of the B	ride:				
Order of the Speecl	nes	Groom:					
		Best Man:					
Liam to intro the sp	eeches						
		Parents of the Bride					
Thankyou gifts		Parents of the Groom					
(This is usually part	of the	Bridesmaids					
Groom's Speech)		Groomsmen					
(Reorder or Add/Delete as		Pageboys and Flower Girls					
required)		Maid of Honour					
		Best Man					
Notes							









The Wedding of:



# Wedding Event Run Sheet

## **Turnaround to Evening Reception (if applicable)**

Time (from)		Time (to)	Location	
Room set up				
Changes to be mad	e			
Who's responsible for which				
parts of the set up				
Notes				

#### **Evening Reception**

Time (from)	Time (to)		Location				
·	Time:	Time:					
	Who to announ	ice:					
Cake Cutting	What to be cut	up:					
	When to be ser	ved:					
	Notes:						
	Time:						
Garter/Bouquet Toss Time	Who to announ	ice:					
	Notes:						
	Time:	Time:					
	Who to announ	Who to announce:					
First Dance Time	Song:	Song:					
	Who playing:	Who playing:					
	Notes:	Notes:					
	Band/DJ:	Band/DJ:					
Music/Entertainment	Set times:	Set times:					
	Music for betwe	Music for between sets (if band):					
	Time:	Time:					
Evening Food	Menu:	Menu:					
	Where and how	Where and how being served:					
Notes							











The Wedding of:

#### **Event Finish**

Time (from)	Time (to)		Location			
Clearing Up	Anything to be cleared that night: Who to be responsible for clearing:					
Notes						

### **Clearing the Next Day**

Things to clear	
Who to be responsible for clearing	
Notes	

#### **Any other notes**

Notes	
140103	







